**Pivot table:**

* A pivot table is a better way in which you can organize your data.
* To create a pivot table you first need to classify and organize your information.
* You need to select the values on the table and then click on home and search for the option of sorting and filtering the data.
* When you have done that with the selected information on your table you click on insert and choose the bottom option that says pivot table.
* A window will appear make sure that you insert the right information.
* Be careful the options: select a table or range, and new worksheet must be selected before you click okay.
* A pivot table field list will appear on the right side on your screen.
* There you can select the information you want to display on your chart.
* All selected values will be added into a total displaying a sum of all your information in your report.

**Graphs: Column, Line, Pie, and Scatter plots**

There are many different types of graphs that were created to display certain data. Graphs are visual tools that help to better understand the information and its relationships. In a graph you can compare the development of variables and have a better understanding on the trend that they create. There are graphs that display categorical data and others that were meant to display numerical information.

To create graphs you must select the data you want to display. Then you click on insert and choose the option charts were you will find different types of graphs. According to the type of information you want to show you will elect the graph that better fits to your data. When the graph is created you have the option to insert a main title, as well as a name to the x and y axis. You select chart tools and choose the option layout. There you will find the options of chart title and axis title. You can add trend lines or data labels by right clicking on the data points in the graph.

Column graphs: column graphs are similar to line graphs since both of them display categorical data, but they are usually used to compare the relationship from one variable to another. Bar graphs are commonly used in situations like comparing the product and its income.

Line graphs: line graphs display information within to variables that must be related, meaning that one depends on the other.

Pie: Pie graphs are used to display information in percentages. You compare one variable and the total.

Scatter plots: Scatter plots display information that is not related, values do not depend on each other.

**Paste with link:**

To create a link that will help you to display certain information in a certain place faster than what you think you must record a macro. You need to select view and look for the option macros. Click on the arrow and choose the option record macro. You must insert a name to the macro and fill the blank space in the option shortcut key. If you want you can type a description of the macro. Then you will record on excel the process for getting the information you want to display. After that you must stop the recording. Every time you will click on Control and your short key the information you recorded will be displayed. You can add and icon by inserting any shape. You give a right click on the figure and select the option assign macro. A window will appear and you will select the macro you want to assign to that figure and click on save. You can insert text on the figure that will help to explain, or briefly describe what the link is for. When saving your document you must make sure that in the option (save as type) you select Excel Macro-Enabled Workbook and then save.